



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE: November 2, 2018**

**CLOSING DATE: November 19, 2018**

**MERIT SYSTEM TITLE: STATISTICAL ASSISTANT**

**PAY GRADE: 114 AC**

**BARGAINING UNIT: AFSCME C/T**  
**(Seniority Position: YES)**

**DEPT: Human Services/OCY\*-Operations**  
**154 W. 9<sup>th</sup> St., Erie, PA 16501**  
**HOURS PER WEEK: 37.5**  
**Mon-Fri, 8:30 a.m. to 5:00 p.m.**

**PAY RANGE: \$11.61/hour \$22,639.50/annual - Minimum**  
**\$20.25/hour \$39,487.50/annual - Maximum**

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**PROCEDURE TO APPLY:** Please read the County of Erie Job Application Procedures below before applying.

Please submit an Erie County Employment Application, Bid Form and Resume stating your qualifications to:  
**Department of Human Services, Human Resources Dept.**  
**240 West 11<sup>th</sup> St., Suite 120, Erie, PA 16501**  
**Apply Monday - Friday**  
**FAX: 814-451-6859**

Application materials must be received by or postmarked on or before: **November 19, 2018.**

Job application procedures, applications and bid forms can be downloaded from [www.eriecountypa.gov](http://www.eriecountypa.gov). Click on "View Job Postings" to locate documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

*Inquiries related specifically to job duties and responsibilities may be directed to Scott Coughenour @ 814-451-6616.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.**

**ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

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**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

Three years of progressively responsible work in the recording, compilation, and presentation of system or program in a Human Services related field; graduation from high school; **OR** any equivalent combination of experience and training

**\*\*A Basic Skills assessment test may be conducted to verify qualifications\*\***

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**DUTIES**

This position serves the role of assisting in the assurance of statistical and client data. The employee reports directly to the Administrative Officer I within the Operations Unit at the Erie County Office of Children & Youth (ECOCY).

**Continued**

This is a complex and independent position that involves in-depth knowledge of the case management systems and software used by the Office of Children and Youth. Day to day activities include data entry and extraction, updating and monitoring State and Federal reports as well as the proficient use of various software applications including Excel, Access, Word and Outlook. This position requires an above average working knowledge of Agency-wide operations and the relationship between purchased services, professional child welfare services and Information Systems.

This position develops (or maintains) a mastery of various case management systems; with the primary responsibility of Placement Transfers processing. The employee is the primary (or main) staff person responsible for entering and ensuring the accuracy of Placement Transfers, as well as data entry and retrieval processes within Information Systems. The employee assists in reporting and providing back-up for tasks associated with the monitoring and maintenance of ECOCY's Information Systems, developing a mastery of the paper and electronic Placement Transfer trail involved in data entry, as well as general knowledge of software programs used by the Agency. The employee is responsible for completing Multi-State request searches, collection, entry and updating Vendor Information and provides back-up for various data entry tasks. The employee is fully (or completely) responsible for, (and/or assists the Administrative Officer within the Operations Unit), with compiling the following reports: Children and Youth (CY) 28, Service Activity Reports (SAR), PA Department of Education (PDE) 1305 and 4540. Adoption and Foster Care Analysis and Reporting System (AFCARS back-up to administrative officer) and various additional ad hoc reports. The employee helps with software training, assists with new worker orientations and educating staff in the procedures of data reporting and definitions of terms to assure uniformity and reliability of data collected. This position requires the ability to recognize inconsistencies in reported data; including deviations from standard forms. Employee should possess the ability to establish and maintain effective working relationship with vendor agencies and co-workers.

The employee shall possess a minimal to moderate level of experience (or knowledge) with recognizing (or identifying) and/or restoring software issues within case management systems. Familiarity with other client information systems; such as the Client Information System (CIS) at the DPW County Assistance Office (CAO), the Master Client Index (MCI) and the PA Record Search website at [ujsportal.pacourts.us](http://ujsportal.pacourts.us), is beneficial.

Performs other duties as assigned.

**\*\*\*This position is subject to the provisions of the current AFSCME C/T bargaining agreement \*\*\***

**\*Office of Children & Youth**